

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/08/16

CLOSING DATE: 06/15/16 (4:30 PM)

SCDC INTERNAL TITLE: HUMAN RESOURCE SPEC I SCDC POSITION #: 010398
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: PAYROLL & LEAVE, COLUMBIA (RICHLAND)

STATE JOB TITLE: HUMAN RESOURCE SPECIALIST STATE JOB CLASS: AG05
PAY BAND/LEVEL: 04 D
BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 029408 - \$ 031759 SCEIS POSITION #: 61016678

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND CLERICAL OR ADMINISTRATIVE EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED WORK
EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). SIX (6) MONTHS EXPERIENCE IN HUMAN RESOURCE
MANAGEMENT PROGRAMS.

DESCRIPTION OF DUTIES:

RECEIVES, AUDITS AND KEYS TERMINATIONS ON AN AVERAGE OF 60+ A MONTH
INTO BOTH SCDC LEGACY SYSTEM AND SOUTH CAROLINA ENTERPRISE SYSTEM
(SCEIS). SCREENS PACKETS AND PROCESS AN AVERAGE OF 100 NEW HIRES
PER MONTH IN SCDC LEGACY AND SOUTH CAROLINA ENTERPRISE SYSTEM, TO
INCLUDE CREATING NEW HIRE FILES. ASSISTS AND COORDINATES WITH
INSTITUTIONAL HUMAN RESOURCE MANAGERS/DIVISIONAL LIAISONS TO RESOLVE
PROBLEMS AS THEY RELATE TO UNDER/OVERPAYMENTS. SERVES AS A LIAISON
BETWEEN SCDC AND THE SC COMPTROLLER GENERAL'S OFFICE AND THE SC STATE
TREASURER'S OFFICE.

COMMENTS:

MUST SUBMIT RESUME WHEN APPLYING FOR THIS POSITION